



STATEMENT OF ACCOUNT

Statement date:	14 August 2020
Account number:	10898939
Account name:	Smart Movers Richmond BC
Centre Name:	BC, Richmond - Richmond Business Centre (HQ)
Due date:	Due Immediately

	Amount
Outstanding balance on 14 August 2020	\$159.35
August invoice 1288-23731	\$103.95

Total payment due - (Quote Invoice 1288-23731)	\$263.30
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USEFUL INFORMATION

- Recent payments may not yet be reflected in the above statement balance, please log into your account for the most up to date status.
- Please note that late payment charges will be applied to your account if cleared funds are not received within the terms of your Agreement.
- You can update your details and check the current status of your account by logging into www.MyRegus.com
- If you receive more than one invoice please pay them separately so that we can ensure payment is properly applied to your account.

If you have any questions about your invoices or payments, please feel free to log a case through your online account (Help section), where you can also check our FAQs.

Log into your account and simply go to the HELP section.

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Smart Movers Richmond BC

Attn.: Mr. Vasyl Kapustian
1911 Emerald Court
Innisfil, Ontario
L9S 2A4 Canada

Invoice date:	14 August 2020
Account number:	10898939
Invoice number:	1288-23731
Due date:	Due Immediately

INVOICE

Centre Name: BC, Richmond - Richmond Business Centre (HQ)

Description of Charges	From Date	To Date	Qty	Price (exc. TAX)	TAX Amount	Total (inc. TAX)
One-off charges incurred						
Virtual Office	1 Sep 2020	30 Sep 2020	1.0000	\$ 99.00	\$ 4.95	\$ 103.95
Total One-Off Charges						\$ 103.95
Total Charges						\$ 103.95

Total (exc. TAX)	\$ 99.00
GST 5%	\$ 4.95
Total (inc. TAX)	\$ 103.95

Invoice number: 1288-23731
Invoice date: 14 August 2020

YOUR INVOICE DETAILS

Centre name: BC, Richmond - Richmond Business Centre (HQ)

ONE-OFF CHARGES INCURRED

Item Description	To Date	Price (exc. TAX)	TAX Amount	Total (inc. TAX)
Virtual Office				
Mailbox Plus - Monthly Charge	1 Sep 2020	\$ 99.00	\$ 4.95	\$ 103.95
Booked by: Mr. Vasyl Kapustian				
Total		\$ 99.00	\$ 4.95	\$ 103.95

Total Charges	\$ 99.00	\$ 4.95	\$ 103.95
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METHODS OF PAYMENT

By Pre-Authorised Debit (PAD):

The best way to pay your invoice because it is simple and convenient for you. Please log into your account, navigate to the Accounts section and set up a Pre-Authorised Debit.

By Credit Card:

Please log into your account, navigate to the Accounts section and add your card details in Payment Methods

By Cheque:

Please mail to: RGN Management Limited Partnership, 5811 Cooney Road, Suite 305 South Tower, Richmond, British Columbia, V6X 3M1, Canada

IMPORTANT INFORMATION: Please provide your Invoice Number as a payee reference on all payments and that you allow for a minimum of 7 days mail time prior to your due date.

You may pay by Bank Transfer to:

Bank Name: Canadian Imperial Bank of Commerce
Bank Address: 199 Bay St CCW Concourse Level, Toronto, ON, M5L 1G9, Canada
Bank Code: 010
Branch Name: Main Branch - Commerce Court
Branch Code: 00002
Account Name: RGN Management Limited Partnership
Account Number: 9976116
BIC (Swift): CIBCCATT

IMPORTANT INFORMATION:

Please provide your Invoice Number <1288-23731> as a payee reference on all payments made.

If you have any questions about your invoices or payments, please feel free to log a case through your online account (Help section), where you can also check our FAQs.

Log into your account and simply go to the HELP section.

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UNDERSTANDING YOUR INVOICE

INVOICE EXPLANATIONS

<u>Account adjustments/refunds:</u>	Any adjustments/refunds that were made to your account.
<u>Account balance</u>	Account Balance - The account balance shows recent activity on your account in summary format. It shows the balance at the end of the previous summary date and any payments or adjustments that have been received since the last statement. The account statement can be found on MyRegus.com. The current invoice value is then added to produce the Total Payment Due figure.
<u>Credits:</u>	Credits that were issued against a particular charge for which you have been invoiced for in a previous period.
<u>Invoice:</u>	The invoice shows a summary of all charges (recurring and one-off) related to the invoice period.
<u>Late payment fees:</u>	We incur extra costs if you pay late. A fee will therefore be levied against your account if the payment is late.
<u>One-off charges incurred</u>	Variable and/or one-off charges related to a specific invoicing period.
<u>Payment due</u>	The latest date on which the invoice needs to be paid. Please note that any outstanding balances shown in the account summary will be due for immediate payment.
<u>Payments received</u>	All payments received since your last invoice was raised.
<u>Recurring charges</u>	These are fixed monthly charges, invoiced in advance.
<u>Total payment due</u>	The total payment due is the total current balance of monies owed on your account and includes any amounts that are overdue.

ONE-OFF CHARGES

<u>Virtual Office</u>	Depending on the type of Virtual Office you have purchased you will receive some or all of the following services: telephone answering in your company name, mail handling and a prestigious address.
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